

Employee's Name *(Last, first, middle initial)*

Work Phone

Part II: Liabilities

None

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Report for you, your spouse, and dependent children, liabilities over \$10,000 owed at any time during the reporting period (over \$10,000 at the end of the period if revolving charge accounts). **Exclude** a mortgage on your personal residence unless it is rented out; loans for autos, household furniture or appliances; and liabilities owed to certain family members (see instructions).

Creditors <i>(Name and address)</i>		Type of Liability <i>(Mortgage, promissory note, etc.)</i>
Example	First Alaska Bank, Anchorage, Alaska	Mortgage on rental property in Anchorage, AK

Part III: Outside Positions

None

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Report any positions, whether or not compensated, which you held outside the U.S. Government during the reporting period. Positions include (but are not limited to) an employee, officer, director, trustee, general partner, proprietor, representative, executor, or consultant for a business, non-profit or labor organization, or educational institution. **Exclude** positions with religious, social, fraternal, or political entities or those solely of an honorary nature. You need not report any positions of your spouse or dependent children.

Organization <i>(Name and address)</i>	Type of Organization	Position	(X) If no longer held
Example	Dee, Jones & Smith, Hometown, USA	Law Firm	Associate
			X

Part IV: Agreements or Arrangements

None

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Report your agreements or arrangements for current or future employment, leaves of absence, continuation of payment by a former employer (including severance payments), or continuing participation in an employee benefit plan. You need not report agreements or arrangements of your spouse or dependent children.

Terms of Any Agreement or Arrangement		Parties	Date
Example	Will receive retained pension benefits (independently managed, fully funded, defined contribution plan)	Dee, Jones & Smith, Hometown, USA	2/99

Part V: Gifts and Travel Reimbursements

Do not complete this part if you are a new entrant or special Government employee.

None

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Report for you, your spouse, and dependent children, gifts or travel reimbursements you have received from one source totaling more than \$260. **Exclude** anything valued at \$104 or less; anything received by your spouse or dependent child totally independent of their relationship to you; anything from a relative or from the U.S. Government; anything given to your agency in connection with your official travel; and food, lodging, or entertainment received as personal hospitality at the donor's residence or premises.

Source		Description <i>(For travel-related items, include itinerary)</i>	Date
Example	Dee, Jones & Smith, Hometown, USA	Leather briefcase as a departing gift	2/99